

UNITED STATES MARINE CORPS

CASUALTY ASSISTANCE CALLS

STANDING OPERATING PROCEDURE

NAVMC 1063-PD



27 AUGUST 1951

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HEADQUARTERS U.S. MARINE CORPS, WASHINGTON 25, D.C.

CASUALTY ASSISTANCE CALLS

Standing Operating Procedure

REVISED

27 August 1951

PERSONAL AFFAIRS BRANCH
PERSONNEL DEPARTMENT, HEADQUARTERS U. S. MARINE CORPS

Approved



J. T. WALKER

Major General, U. S. Marine Corps
Director of Personnel, Marine Corps

Date

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CASUALTY ASSISTANCE CALLS

Standing Operating Procedure

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CASUALTY ASSISTANCE CALLS

Standing Operating Procedure

1. GENERAL

The following standing operating procedure for making CASUALTY ASSISTANCE CALLS is hereby established, effective this date. Copies will be furnished to all officers concerned.

2. MISSION OF THE CASUALTY ASSISTANCE PROGRAM

What The execution of a personal call.

Where Upon the next of kin of each deceased Marine.

Who Recruiting Officers, regular officers on active duty in the Reserve Program, and Personal Affairs Officers attached to Recruiting Divisions, Reserve Districts and posts and stations in the United States will make casualty assistance calls on the next of kin of deceased Marines, when directed by this Headquarters.

When Upon receipt of orders directing the call be made and the next of kin has expressed a desire to have the call made.

Why In order to inform and counsel the next of kin as to their rights and privileges and to assist them to secure any benefits to which they may be entitled.

3. OPERATION

a. Supervision: Under the Director of Personnel, Marine Corps, (Personal Affairs Branch, Code DN).

b. Procedure by Headquarters Marine Corps

(1) The Personal Affairs Branch of Headquarters, U. S. Marine Corps prepares a casualty report upon notification of the death of a marine (see Annex A). Upon receipt of notification of death of a marine on active duty, a letter is prepared for the next of kin of record advising them of certain benefits to which they may be entitled because of the man's military service. To this letter certain enclosures are attached giving information on where to write regarding benefits,

a brief description of the benefits, and in the cases of widows, an application form for pension. A Medical Identification Card is also prepared and enclosed for widows and minor children of deceased Marines. When the casualty occurs within the continental limits of United States, or the body is being returned from overseas for burial, information regarding reimbursement for burial expense and an application for a grave marker are also enclosed with the letter. (see Annex B and C with enclosures). Tentative selection is then made of a Marine Corps officer stationed nearest to the home of the next of kin to make the call.

(2) The Personal Affairs Branch prepares a letter to the next of kin (see Annex D and E) and encloses a card, and an envelope pre-addressed to the officer selected to make the call. (In the event the letter from the Personal Affairs Branch to the next of kin is returned undelivered, the correct address is obtained, a new letter written, and a copy forwarded to the officer scheduled to make the call.)

(3) The Personal Affairs Branch prepares and addresses a letter to the officer in charge of the Marine Corps Activity to which the call is assigned, directing that the call be made if the next of kin so desires. This letter contains certain pertinent information concerning the casualty. With the letter is enclosed a copy of the Casualty Report, a copy of the man's allotment record, a copy of the letter to the next of kin offering the call, a copy of the Information Sheet as is furnished to the next of kin, and three (3) Casualty Assistance Calls report forms.

c. Procedure by Officer Making the Call

(1) When the card is received from the next of kin, locate the address of the next of kin and determine the amount of travel involved in a personal visit to that address. Make an appointment for a specified time and place. Make any necessary or feasible preliminary inquiries to anticipate the circumstances that may be encountered.

(2) Study the Casualty Report thoroughly and know the facts it contains. Facts pertaining to a death which may have occurred under discreditable circumstances should not be divulged.

(3) The officer making the call should familiarize himself with the State Benefits for dependents of deceased servicemen provided by the State of which the decedent was a legal resident, and advise the next of kin of these

benefits.

(4) Make the call and give sympathetic advice and counsel on as many of the following as are applicable:

- (a) Burial allowance; reimbursement for expenses; government headstones; memorial flag.
- (b) Six months death gratuity.
- (c) Dependents assistance, explanation for discontinuance of.
- (d) Other allotments, explanation for discontinuance of.
- (e) Arrears of pay.
- (f) Personal Effects.
- (g) Transportation of household effects.
- (h) Transportation of dependents.
- (i) Servicemen's Indemnity for Death
- (j) U. S. Government Life Insurance
- (k) National Service Life Insurance
- (l) Pensions for dependents.
- (m) Commercial Life Insurance (act in liaison capacity between insurance company and dependent).
- (n) Social Security
- (o) Income tax
- (p) Will, non-technical assistance only.
- (q) Special requests made by beneficiary.
- (r) Hospital and medical care.
- (s) Post Exchange and commissary privileges.

(t) Employment.

(u) Navy Relief Society, information on as applicable.

(v) Liaison for dependents with local agencies, Red Cross, Veterans Administration, American Legion, etc. (last thing officer making call does).

(w) Change of address of next of kin.

(x) Scholarships

(5) Tie in some local agency (Red Cross, American Legion, etc.) which would be helpful in assisting the next of kin to accomplish forms, before concluding the call.

(6) Contact whatever local agency has been selected to assist the next of kin prior to leaving the locality, informing them of steps taken and insure their sympathetic cooperation.

(7) Complete prepared report forms in triplicate, and forward the original and one (1) copy to the Director of Personnel, Marine Corps, Code DNB, Headquarters Marine Corps. The triplicate copy will be retained for file. This report should show whether additional assistance will be required from the Personal Affairs Branch through its personal liaison with sections and divisions of this Headquarters, or with Navy Relief Society, American Red Cross, and similar agencies. Additional comments, observations and recommendations are also desired and will accompany the report as an enclosure thereto. Care should be taken that the statements in answer to the various items in the report form are clear and concise. In many instances a detailed description is of great value to this Headquarters in processing these reports.

d. Procedure by Officer When Call is Not Desired

(1) Calls will be made only if the next of kin indicates a desire for such a call. If the card is not received within ten (10) days after receipt of the letter assigning the call, a follow-up letter will be sent (Annex F). If the follow-up letter is not acknowledged within ten (10) days, the case is considered closed and all correspondence and materials shall be forwarded to the Commandant of the Marine Corps, Personal Affairs Branch, Code DNB, with a statement of action taken.

e. General Comment

(1) It is imperative that the officer making casualty assistance calls have a thorough and current knowledge of all benefits, monetary and otherwise, to which beneficiaries or dependents may be entitled. Section 4 gives brief information on these matters.

(2) Under no circumstances will officers specify or make definite promises or in any way obligate the Marine Corps as to benefits or amounts which may be due dependents or beneficiaries, or when such amounts as may be due will be paid. It may be stated that the receipt of proceeds of benefits accruing may be delayed because of volume of claims, etc. Extreme care should be taken to avoid fostering false hopes in the minds of dependents.

(3) Sympathy - Courtesy - Precise Information - Service. These are the four (4) cornerstones on which the Casualty Assistance Program is built. Make your casualty assistance call on the next of kin of the deceased marine every thing you would like it to be should your own next of kin be the bereaved one.

(4) The Personal Affairs Branch through Liaison at Headquarters and with welfare agencies will make every effort, especially in hardship cases, to expedite the payment of such benefits as may be due the deceased's dependents. Cases on which the reports show that definite hardship is being experienced by the dependents will be referred to Headquarters, Navy Relief Society.

4. INFORMATION ON BENEFITS WHICH MIGHT BE DUE NEXT OF KIN

A. BURIAL ALLOWANCE, REIMBURSEMENT FOR EXPENSES, GOVERNMENT HEADSTONES, AND MEMORIAL FLAG.

(1) Officers and enlisted men of the Marine Corps on duty, or reservists and retired personnel on active duty are entitled to certain burial provisions. These provisions, as they relate to the next of kin, are as follows:

(a) Where the Government has incurred expense such as the preparation of the remains and the furnishing of a casket, burial expenses not exceeding the following amounts, incurred after the delivery of remains to the next of kin, will be paid by the Marine Corps, if necessary:

(1) When interment is in a national or naval cemetery the maximum allowance is \$75.00.

(2) When interment is in a private cemetery the maximum allowance is \$125.00.

(b) In cases where no expense for preparation, embalming, and encasement has been incurred by the government (which is likely to happen only when the remains are delivered to the next of kin at the place of demise), the following items of expense will be allowed in addition to those specified in the preceding paragraph: Embalming, casket, and outside box (if necessary); the limit of additional expense payable by the Marine Corps is \$300.00. The allowance of \$300.00 is in addition to the allowances of \$125.00 or \$75.00, whichever is applicable.

(c) Headstones. Upon application to Office of the Quartermaster General, Memorial Division, War Department, Washington 25, D. C., a headstone will be furnished for the unmarked grave of any individual who served in the U. S. Marine Corps providing his last service terminated honorably.

(d) Memorial Flag. If the remains of a deceased Marine are sent to his home for final interment, or are interred in a National or Naval Cemetery, the flag which is used to drape the casket becomes the property of the next of kin. If the remains are buried at sea a flag will be furnished to the next of kin on application to the Commandant of the Marine Corps. If the remains were not recovered, the application for a flag should be addressed to the Veterans Administration.

B. DEATH GRATUITY

(1) Upon official notification of the death from wounds or disease, not the result of his own misconduct, of any officer or enlisted person while in active service, there shall be mailed to the proper dependent relative application blanks for the payment of death gratuity. This is an amount equal to six months' pay, not including allowances, at the deceased's rate of pay at the time of his death, and is payable immediately upon proper application therefor.

(2) Payment to a lawful widow is mandatory and requires no evidence of dependency. In the absence of a widow, payment is made to minor children who are unmarried. (See Para. 4 below). If there be no widow or child or previously designated dependent relative, the gratuity will be paid to any grandchild, parent, brother or sister, or grandparent in the order of succession named, shown to have been the man's dependent prior to his death. (A previously designated parent, brother or sister, may be paid without evidence of dependency. More distant designated relatives and undesignated relatives must furnish a showing of dependency).

(3) If the death of designated beneficiary occurs subsequent to the death of a man in service and prior to the settlement of gratuity, payment will be made to the next living beneficiary in order of succession as stated in the law.

(4) Payment of six months' gratuity may not lawfully be made to any other person than duly constituted guardian when the beneficiary is a minor child.

(5) The meaning of "parent" includes an actual parent, step-parent, or adoptive parent. The present law does not provide for payment to a guardian, foster parent, or person standing in loco-parentis.

(6) The meaning of "child" includes an unmarried child under 21 years of age. For those over 21 years of age, actual dependency upon the deceased must be established.

(7) It is a pure gratuity, and the right of the beneficiary to receive payment being personal it may not be transferred, assigned, or waived in favor of another. An overpayment made to an officer or enlisted man during his lifetime, or any other debts due the United States by the deceased, cannot be charged against the six months' gratuity.

(8) This sum is considered as a gratuitous payment and is exempt from tax.

C. DEPENDENTS ASSISTANCE - EXPLANATION FOR DISCONTINUANCE OF

(1) The dependents of enlisted personnel who are receiving dependents assistance or a Q allotment, are entitled to the payment of the allowance through the date of death.

(2) Dependents assistance due and unpaid for part of a month will be included in the arrears of pay.

D. ENTITLEMENT TO PAY AND ALLOWANCES AND VOLUNTARY ALLOTMENTS (MISSING PERSONNEL)

(1) Any person declared to be missing or missing in action shall be entitled to have credited to his account the same pay and allowances to which he was entitled at the beginning of such period of absence or to which he may become entitled thereafter.

(2) Entitlement to pay and allowances shall terminate upon the date of receipt by the Personal Affairs Branch, Headquarters Marine Corps of evidence that the person is dead or upon the date of death as established by the Secretary of the Navy.

(3) Pay accounts are carried on the Missing Person Rolls, Headquarters Marine Corps.

(4) For the period that any person is entitled to be credited with pay and allowances, as set forth in the preceding paragraphs, such allotments as may have been executed prior to the commencement of the missing status of the individual concerned shall be continued during such absence.

(5) These allotments include those made for support of dependents, payment of insurance premiums, purchase of U. S. Savings bonds, and for other purposes deemed proper by the Secretary of the Navy, or his designated subordinate.

(6) Direct all inquiries concerning allotments to the Marine Corps Allotment Officer, Headquarters Marine Corps, Washington 25, D. C.

E. ARREARS OF PAY

(1) The pay accounts of all personnel of the Marine Corps and Marine Corps Reserve who die while on active duty are received by the Quartermaster General of the Marine Corps and are audited and transmitted to the General Accounting Office,

Claims Division, for adjudication and settlement under existing law. On completion of the audit of the final pay account of a deceased marine when amounts are found due, the Quartermaster General of the Marine Corps by a form letter of transmittal and without request, furnishes the next of kin of record a "Claim For Amounts Due Deceased Personnel of the U. S. Marine Corps." There is set forth in the letter of transmittal, in simple language, the order of descent and distribution of the balance of pay due, and the recipient is advised of the method to be followed in submitting the claim to the General Accounting Office. Further, the letter suggests that since settlement of accounts of deceased personnel is a matter solely within the jurisdiction of the General Accounting Office, all correspondence relative to such settlements should be addressed to that office. If no amount is found due a deceased marine, the next of kin of record is so notified.

(2) If an executor or administrator has not been and will not be appointed, the balance of pay and allowances due and unpaid the decedent at date of death, (as distinguished from death gratuity) may be paid to the person or persons as set forth below: first to the widow; second, if decedent left no widow, or the widow is dead at time of settlement, then to the children or their issue; third, if no widow or descendants, then to the father and mother in equal parts; fourth, if either the father or mother be dead, then to the one surviving; fifth, if there be no widow, child, father or mother at the date of settlement, then to the brothers and sisters, and then to children of the deceased's brothers and sisters.

(3) Several months are usually required for final auditing of a deceased marine's account.

F. PERSONAL EFFECTS

(1) The law permits the forwarding, at government expense, of the personal effects of deceased personnel to the next of kin of record. The law recognizes the widow as next of kin until remarriage, after which any descendants of the deceased are considered next of kin. In the event there is no issue, the parents of the deceased are recognized as next of kin.

(2) Upon the death of any person in the Marine Corps, the personal effects of the deceased shall be collected and inventoried as soon as possible. All valuables such as watches, jewelry, marriage certificates, insurance policies, money, etc., and other personal property are forwarded to the next of kin and should accompany the remains whenever practicable.

When an escort accompanies the remains, he shall assure safe delivery of the effects to the next of kin.

(3) The Marine Corps has established Personal Effects and Baggage Centers at Camp Joseph H. Pendleton, Oceanside, California, and Camp Lejeune, North Carolina, for the purpose of receiving and forwarding baggage and personal effects.

G. TRANSPORTATION OF HOUSEHOLD GOODS

(1) Upon decease, shipment of household goods and personal effects of all members of the Service regardless of rank or grade, including academy cadets and persons inducted for training and service, who die while on active duty is authorized from the last permanent duty station and/or places of storage to the home of the person legally entitled thereto. The phrase "die while on active duty" includes also death within the period of one year after effective date of active duty termination under honorable conditions and/or of retirement or transfer to the Fleet Marine Corps Reserve of individuals whose goods had not been previously shipped in connection with such termination of active duty, retirement or transfer to the Fleet Marine Corps Reserve.

(2) Storage. The household goods of personnel who die while on active duty may be stored in a facility of the Marine Corps or continued in such non-temporary storage for one year from date of death, or one year after the termination of World War II, whichever is later. Commercial storage is not authorized in connection with death. When death occurs, if the household goods are in commercial storage under appropriate orders, the authorized period of such commercial storage may be completed.

(3) Application. Application for shipment and/or authorized temporary storage of household goods should be submitted to the representative of the Supply Department at the post or station where the goods are located.

If the goods are located at a point where there is no representative of the Supply Department, the owner will submit application by writing to the Commandant of the Marine Corps (Code CSJ).

H. TRANSPORTATION OF DEPENDENTS

(1) Section 303 Career Compensation Act of 1949, as implemented by Joint Travel Regulations, authorizes the transportation of dependents of Marine Corps personnel at Government

expense without regard to pay grade when such personnel have been officially reported as dead. The Secretary of the Navy has approved authorization of such transportation regardless of the place or cause of death. The transportation authorized is from the place at which official notice of death of the Marine Corps personnel is first received by the dependents concerned to the official residence of record of the deceased or to such other place as designated by the dependents. The term "official residence of record" of the deceased has been defined as the residence of record on file in the personnel record of the officer or man concerned.

I. DECORATIONS AND AWARDS

(1) No information should be volunteered regarding decorations and awards, even though the records shows the man was recommended. Recommendation might be disapproved and the department would then be embarrassed trying to explain why it was not awarded.

(2) Decorations and awards to which the deceased may be entitled may not be ready for presentation for some time after the actual deed for which it is being presented. Thus, if any question arises, it might be well to warn the next of kin that there may be a lapse of time before anything is heard concerning that award.

(3) Correspondence in regard to the above should be addressed to the Commandant of the Marine Corps.

J. GENERAL INFORMATION ON BENEFITS UNDER THE JURISDICTION OF THE VETERANS ADMINISTRATION

(1) Expediting insurance and pension claims. Settlement of insurance and pension claims can be expedited if all claim forms and substantiating documents are forwarded together by registered mail to the Veteran's Administration. However, if any of the substantiating documents are not immediately available, claim forms should be sent separately in order that no monetary loss may occur as a result of late filing. (Pension claims filed twelve (12) months or more after death will be paid from date of claim. Those filed within the twelve (12) month period will be paid from date of death.) Subsequent letters transmitting necessary papers should make reference to the XC number (claim number) and include the full name, rank and serial number of the deceased as well as complete identification of the claimant. It is not necessary to duplicate substantiating documents for both insurance and pension

claims. The Veteran's Administration will accept photostats of original documents or of certified copies of records submitted to establish age, relationship, or marriage, if the original is acceptable.

(2) Beneficiary. The Veterans Administration does not release specific information concerning the beneficiary designated in individual cases, except to the insured himself.

CAUTION: Do not assume that the next of kin are always beneficiaries of National Service Life Insurance or U. S. Government Insurance Policies. Be discreet in discussing these unless the next of kin shows a notice from the Veterans Administration to that effect, received after he or she was notified by Headquarters Marine Corps of the death of the marine in question. Beneficiaries may be changed at any time by the insured upon written notice to the Veterans Administration to that effect and without copies to this Headquarters.

(3) Section 2, Public Law 144, 78th Congress provides for the payment of death benefits to minors who are widows of servicemen without the appointment of a guardian.

(4) It is unnecessary to hire a lawyer or a pension claim agent to receive benefits from the Veterans Administration. The Veterans Administration does not have to be forced to pay compensation or pensions, or approve the granting of other benefits. It does insist, however, that claimants prove that they are entitled to benefits.

(5) Procedure to be used in filing claims.

(a) The Marine Corps sends an official notice of death to the Veterans Administration which they accept as proof of death. In all cases where the insured is on active duty, the Veterans Administration sends claim forms to the principal beneficiary of record without awaiting inquiry from the beneficiary.

(b) The claim for National Service Life Insurance is made by the principal beneficiary on VA Form 8-355. It is necessary that age and relationship of the beneficiary be established.

(c) To establish a widow's relationship, a certified copy or an abstract of a public or church record of her marriage to the insured is required. Also a certified copy of the decree of divorce or certificate of death terminating any previous marriage of either the widow or the insured is required.

(d) A child's relationship can usually be established by a certified copy of the public record of the child's birth. However, in some instances other documentary proof as requested by the Veterans Administration may be necessary.

(e) A parent's relationship may be established by a certified copy of the public record of the decedent's birth, or by such other proof as may be requested by the Veterans Administration.

K. SERVICEMEN'S INDEMNITY FOR DEATH

(1) On and after 27 June 1950, all persons in active service are automatically insured against death in the amount of \$10,000 without cost to such persons in the following circumstances:

(a) Any person on active service in the Army, Navy, Air Force, Marine Corps, Coast Guard, or the Reserve components thereof, including the National Guard, when called or ordered to active duty or active training duty for 14 days or more; cadets and midshipmen at the United States Military, Naval, or Coast Guard Academies.

(b) Any persons in the Reserve components including the National Guard, while engaged in aerial flights in Government-owned or leased aircraft, for any period with or without pay, as an incident to their military or naval training.

(c) Any person provisionally accepted and directed or ordered to report for final acceptance, or for entry upon active duty, on or after 27 June 1950, who died or shall die as a result of disability incurred while enroute and within 120 days after the incurrence of such disability, or any registrant under the Selective Service Act of 1948, as amended, who in response to order for induction and who, after reporting to a local draft board, died or dies as a result of disability incurred while enroute from such draft board to a designated induction station and within 120 days after the incurrence of such disability, shall be deemed to have died in active service.

(d) Any person called to extended active service for a period exceeding 30 days is protected throughout his active service and for a period of 120 days after separation or release from service.

(2) The new legislation has a different effect on two categories of persons in active service: (1) those with no Government insurance, and (2) those with Government insurance

in force, in the amount of \$10,000 or in lesser amounts.

(a) Coverage for those in Service with No Government Insurance: Those in active service without Government insurance are automatically insured against death under the indemnity provision by the Government without cost to such persons in the amount of \$10,000.

(b) Coverage for those in Service Insured Under NSLI or USGLI: Any person in active service who is insured under a contract of NSLI or USGLI is automatically insured against death under the indemnity provision in an amount equal to the difference, if any, between the amount of insurance in force at the time of death and \$10,000.

(3) Designation of Beneficiaries. Designation of beneficiary (ies) under the indemnity provision may be made only within the following permitted classes:

(a) Surviving spouse

(b) Child or children (including a stepchild, adopted child, or an illegitimate child if the latter was designated as beneficiary by the insured).

(c) Parent (including a stepparent, parent by adoption, or person who stood in loco-parentis to the insured at any time prior to entry into the active service for a period of not less than 1 year). Unless otherwise designated, the word "parent" would include only the mother and father who last bore that relationship to the insured.

(d) Brother, or sister of the insured, including those of the half-blood and those through adoption.

(4) The insured has the right to change any previous designation of beneficiaries without their consent and to select the proportion of the principal amount to be paid to each beneficiary. If no beneficiary is named or, if those designated do not survive the insured, payment will be made to the first eligible class of beneficiaries in the order listed above and in equal shares within that class. In no event shall payment be made to the estate of any deceased person. The indemnity will be payable in 120 monthly installments beginning as of the date of death of the serviceman at the rate of \$9.29 per month per thousand to the person or persons entitled.

(a) Where to write. Central Office, The Veterans Administration, Washington 25, D. C.

L. U. S. GOVERNMENT LIFE INSURANCE

(1) The Veterans Administration has complete jurisdiction over this insurance and will send notice in writing to the beneficiary. It should be kept in mind that the insured may designate any person, firm, corporation or legal entity as the beneficiary, either individually or as trustee, and may also change the beneficiary at any time by signed notice in writing to the Veterans Administration without notice to the former beneficiary.

(2) The insured may have selected one of the four options of payment which are as follows:

Option 1 - Insurance payable in one sum ✓

Option 2 - Insurance payable in limited monthly installments -- not less than 36 or more than 240 in multiples of 12. ✓

Option 3.- Insurance payable in continuous monthly installments throughout the lifetime of the beneficiary with 240 months certain.

Option 4 - Insurance payable in continuous monthly installments throughout the lifetime of the beneficiary with 120 months certain.

The beneficiary with certain exceptions, may also elect to receive payment under optional settlement 2, 3, or 4, or to receive the proceeds of insurance in installments over a greater period than that selected by the insured.

(3) The insurance, generally, is not assignable and the proceeds of a policy, except where invested in property, are exempt from taxation, and are not subject to claims of private creditors of the insured or of the beneficiary, or of claims of the United States with certain exceptions. The insurance is not liable to attachment, levy, or seizure under any legal or equitable process either before or after receipt by the beneficiary.

(4) Next of kin should be warned, in the event they are the designated beneficiary, that considerable time might elapse before payments actually begin, due to the time required for processing and to the back-log of claims now on file at the Veterans Administration.

(5) Where to write. Central Office, The Veterans Administration, Washington, 25, D. C. ✓

M. NATIONAL SERVICE LIFE INSURANCE

(1) This insurance is under the jurisdiction of the Veterans Administration, and all notices and payments emanate from that organization. After the Veterans Administration receives the casualty report, the beneficiary is notified that he or she has been designated.

(a) The Insurance Act of 1946 approved 1 August 1946 removes beneficiary restrictions for policies maturing on or after that date of passage of the act. The insured may designate as beneficiary any person or persons, firm, corporation, or other legal entity (including his estate), either individually or as trustee. (The Veterans Administration will not administer any trust). The insured may change the beneficiary or beneficiaries without their knowledge or consent, by signed notice in writing to the Veterans Administration. An original, but not a change in beneficiary may be made by last will and testament duly probated. The designated beneficiary may assign all or any part of his or her interest to a widow, widower, child, father, mother, grandfather, grandmother, brother or sister of the insured, provided the designated contingent beneficiary, if any, joins in the assignment. The assignment must be delivered to the Veterans Administration before payments begin to the designated beneficiary. It is necessary for the insured to name beneficiaries or the insurance will go to his estate and will be subject to administration under local law of his residence.

(2) Optional Settlements

(a) Insurance maturing on or subsequent to the date of enactment of the Insurance Act of 1946 shall be payable in accordance with one of four optional modes of settlement.

Any of these options or a combination thereof may be elected by the insured, but the first beneficiary may elect any option providing for payment over a longer period than the option selected by the insured.

Option 1 may be elected only by the insured. Options 3 and 4 shall not be available if the beneficiary is a firm, corporation, legal entity (including the insured's estate), or trustee, or where an endowment contract matures by reason of completion of the endowment period. Tables showing amounts payable under the various options may be found in VA Pamphlet 9-3 Section III.

(b) Option 1. In one sum. Under this option the

insurance proceeds will be payable in one sum at the maturity of the policy by death. Selection may be made only by the insured.

(c) Option 2. Under this option the insurance proceeds will be payable to the designated first beneficiary in a specified number of equal monthly installments of from 36 to 240 in number, of multiples of 12 (3 to 20 years). However, should the first beneficiary die before the specified number have been paid, the remaining unpaid installments will be payable in accordance with the provisions of paragraph (f) this section.

(d) Option 3. Under this option the monthly installments will be payable throughout the remaining lifetime of the designated first beneficiary, no matter how long he or she may live. However, should the first beneficiary die before 120 such installments have been paid, the remaining unpaid installments (120 less the number paid) will be payable in accordance with the provisions of paragraph (f) this section.

(e) Option 4. Under this option, the monthly installments will be payable throughout the remaining lifetime of the designated first beneficiary, no matter how long she or he may live. However, should the first beneficiary die before receiving the number of monthly installments guaranteed, the sum of which shall equal the face amount of the policy less any indebtedness, the remaining installments will be payable in accordance with the provisions of paragraph (f) this section.

(f) Payment of an installment option under death of designated beneficiary before all installments are paid.

(1) Should the beneficiary who is receiving insurance proceeds under an installment option die before all the installments guaranteed have been paid, the remaining unpaid installments will be paid as follows:

(a) If the insured had selected Option 1, but the beneficiary elected to receive payment under any installment option, the present value of the remaining unpaid installments guaranteed will be paid in one sum to the beneficiary's estate.

(b) If the insured had selected Option 2, 3, or 4 or had made no selection, the remaining unpaid installments guaranteed will continue to be paid to any living contingent beneficiary, or, if no contingent beneficiary is living, the present value of such unpaid installments will be

paid in one sum to the insured's estate.

(g) Election for minors.

(a) On insurance heretofore or hereafter maturing, if the beneficiary is a minor or incompetent, the election of the mode of payment may be made by:

1. a fiduciary,

2. a person qualified under Public Law 373, Seventy-second Congress, (re: minor and incompetent American Indians, who are wards of the U. S.)

3. a person recognized by the Administrator as having custody of the person or estate of such beneficiary.

Next of kin should be warned in the event they are the designated beneficiary, that considerable time might elapse before payments actually begin due to the time required for processing and to the back-log of claims now on file at the Veterans Administration.

Where to write - Central Office, The Veterans Administration, Washington 25, D. C.

N. PENSIONS FOR DEPENDENTS - SERVICE CONNECTED DEATHS

(1) Under certain pension laws, the surviving widow, child or children and dependent parents of any person who dies as the result of injury or disease incurred in or aggravated by active military or naval service may be entitled to a monthly pension.

(2) Rates: A higher monthly rate of pension applies when death from injury or disease occurs in line of duty (1) as a result of armed conflict, or (2) while engaged in extra hazardous service, including service under conditions simulating war, or (3) while the United States is engaged in war. The lower rate of dependent's pension applies when the injury or disease is received in the line of duty in a time of peace and under conditions other than those set forth above. Rates are as follows:

	<u>Wartime</u>	<u>Peacetime</u>
Widow but no child	\$ 75.00	\$60.00
Widow with one child	105.00	84.00
and for each additional child	25.00	20.00
No widow but one child	58.00	46.40
No widow but two children		
(equally divided)	82.00	65.60
No widow but three children		
(equally divided)	106.00	84.80
and for each additional child, the total amount in each case to be equally divided	20.00	16.00
Dependent father or mother	60.00	48.00
Or both - each	35.00	28.00

(3) Definition of dependents

(a) Widow - means lawful wife of the decedent who has not remarried. The remarriage of a widow terminates payment of pension to her and where pension is properly discontinued by such reason, it will not thereafter be reinstated.

(b) Child - includes a legitimate child, child legally adopted, stepchild or illegitimate child (if acknowledged in writing by deceased, or if he has been judicially ordered to support the child or decreed to be the putative father of the child). Child to be under eighteen years of age, unless prior to reaching the age of eighteen, the child becomes or had become permanently incapable of self-support by reason of mental or physical defects. Payment of pensions for a child may be continued after the age of eighteen while education or training is being completed, but not after such child reaches age of twenty-one years.

(c) Parent - includes a father or mother; father or mother by adoption and persons who stood in loco-parentis to the decedent for a period of at least one (1) year at any time prior to his entry into active service. Foster relationship must have commenced before deceased's twenty-first birthday.

(4) Procedure: For a widow or child, the claim for a pension for service-connected death must be executed on Veterans Administration Form 8-534 and accompanied by a certified copy of the public or church record of marriage. In

case of a former marriage of either the widow or the decedent, it is necessary to submit a death certificate, or record of the final divorce decree terminating the marriage. The birth certificates of children must be furnished.

For parents, the claim is executed on Veterans Administration Form 8-535. Dependency must be established in case of parents. Relationship is proved by submitting a certified copy of the public record of birth of the decedent, showing the names of both parents. In the absence of a birth certificate, other evidence may be submitted. In case of loco-parentis, Veterans Administration Form 524 is prepared and submitted in addition to Veterans Administration Form 8-535.

O. COMMERCIAL LIFE INSURANCE (LIAISON)

(1) The officer making a casualty assistance call should act only in a liaison capacity between the beneficiary and any commercial insurance companies with which the deceased held policies, if so desired by the beneficiary.

(2) If the next of kin indicates that it would be helpful, the officer making the call might draft a letter to the company or companies concerned.

(3) Such notification to the insurance company should give the full name of the insured, name of the beneficiary, number of the policy, and the date and place of death (if known). Do not advise the next of kin to send in the policy. The policy should be held until the insurance is paid in full.

(4) As a general rule, the company will automatically apply to the Marine Corps for a copy of the official certificate of death. (Copies may be obtained from the Personal Affairs Branch, (Code DN).

(5) The company will send a claim form either by mail or by a local agent, in which case the regular claimant's certificate must be prepared and submitted. Beneficiaries should be advised not to forward commercial insurance claim blanks to Marine Corps Headquarters for completion, for the reason that they usually contain sections for the statement of the attending physician and the undertaker having charge of preparing the remains. Due to distance involved and the continuous shifting of service personnel, this procedure is considered impracticable.

P. SOCIAL SECURITY

(1) A widow, widow and child or children, a minor child, or dependent parents may be entitled to social security under the wage credit amendment simultaneously with a Veterans Administration compensation or pension.

(2) Under the Social Security Act, as amended, social security wage credits or credit for wages earned at the rate of \$160 per month, in addition to the wages, if any, actually paid to the serviceman, are given for a minimum of 90 days active service in the armed forces of the United States during World War II (16 September 1940 and 24 July 1947) providing release from such service was under conditions other than dishonorable. Ninety (90) days of service are required if discharge was due to injury or disability in service, or if death occurred in service.

(3) Wage credits may not be given to personnel who have applied their service in connection with benefits under civil service retirement or in the case of members of the Fleet Reserve and those retired enlisted men and officers of the armed forces who received credit in the computation of their retainer and retired pay. However, all dependents of officers and enlisted men, who die while on active duty or were fleet reservists, or on the retired list, should inquire regarding their eligibility for Social Security benefits.

(4) Inquiries concerning Social Security benefits should be sent to the field office of the Social Security Board in the immediate vicinity of the surviving dependent.

Q. INCOME TAX

Federal - By section 10 of Public Law 384, the compensation for military and naval services was made subject to withholding for Federal income taxes on and after 1 January 1949 in the same manner that wages paid to civilian employees are treated.

State - Because of different procedures in the several States, it is suggested that the next of kin write to the State Tax Commission, usually located in the capital, stating the facts and requesting information.

NOTE - Certain payments and allowances are exempt from tax purposes. These include death gratuity, State Bonus, compensation and pension, insurance and benefits in general paid by the government to Veterans and their dependents.

R. WILL, NON-TECHNICAL ASSISTANCE ONLY

(1) As each state has its own laws governing wills, the most practical aid which could be offered to the next of kin would be to direct them to a local attorney or the State Bar Association for information relative to the nearest Legal Aid Society.

S. SPECIAL REQUESTS MADE BY BENEFICIARY

(1) These will vary a great deal and may depend upon the condition in which the deceased placed his family affairs before going overseas. Regulations regarding bank accounts, safe deposit boxes, powers of attorney, ownership of real estate and other items pertaining to family financial affairs, are fixed by State Law and the best procedure would be to advise the next of kin to contact the local agency (Red Cross, American Legion, etc.).

(2) Other requests, if it seems advisable, should be directed to the Personal Affairs Branch, for assistance or referral.

T. HOSPITAL AND MEDICAL CARE

(1) Widows and children under twenty-one (21) years of age, of marines who die in active service, are eligible for admission to Armed Forces hospitals, or may receive out-patient medical service at dispensaries, hospitals or other medical departments of the Armed Forces where an out-patient service for dependents has been established. A "Dependents' Identification Card for Medical Care" showing thereon the name of the widow and children is furnished in each applicable case along with the "Information Letter" mailed to the widow shortly after the marine's death. Admission to hospitals is contingent upon the availability of suitable accommodations (shall be understood to mean suitable accommodations and facilities in excess of present or prospective needs for service personnel and other patients whose hospitalization is authorized by law), and the need for hospitalization as determined by the commanding officer of the hospital.

(2) The same regulations apply for widows and their children as are applicable to other dependents. Admission shall be only for acute medical and surgical conditions, exclusive of nervous, mental or contagious diseases or those requiring domiciliary care. They shall be entitled to receive all intramural medical and hospital service, including blood

transfusions. The service of civilian specialists or the furnishing of prosthetic, orthopedic or other appliances is not authorized at government expense.

(3) For each day in the hospital, payment of \$1.75 shall be made by or in behalf of the patient. Payment shall be made prior to discharge of patient from the hospital, at the end of each week, or at the end of each monthly or semi-monthly period, as the commanding officer may direct. Payment at the close of each calendar month shall be required in all cases. The commanding officer in any case and at his discretion, may require an advance deposit of a sum sufficient to cover the probable number of days of hospitalization, and may thereafter require that sufficient funds be maintained on deposit to cover additional advance periods.

(4) The Marine Corps may not authorize, pay for, or assume any responsibility in connection with medical, dental, or hospital care obtained by or for dependents from civil physicians, dentists, or other practitioners, in civil hospitals, clinics, etc., or in the hospitals or medical facilities of branches of the Government other than those of the Armed Forces.

U. POST EXCHANGE AND COMMISSARY PRIVILEGES - are available to the widows of deceased Marine Corps personnel. Application should be made to the nearest Marine Corps Post or Station having these facilities.

V. EMPLOYMENT

(1) Certain Civil Service preference benefits have been granted to widows of service personnel, who have not remarried, in connection with examinations, ratings, appointments and reinstatements in the classified service and in connection with any reduction in the force in any of the executive departments.

(2) Unremarried widows of personnel who have served in time of war, are given 10 points in addition to their earned ratings in civil service examinations. Except for professional or scientific positions paying over \$3,000 per annum, the names of 10-point preference eligibles are placed above all other names on the civil service list resulting from an examination. From this list, the Civil Service Commission certifies to Federal appointing officers the names of persons who are eligible for appointment; the names highest on the list are certified first.

(3) In examinations for guard, elevator operator, messenger and custodian positions, competition is restricted to persons entitled to preference, so long as such persons are available. During World War II, and for five (5) years following it, the President may designate other positions for which competition shall be restricted.

(4) Persons granted preference are certified without regard to the appointment rule, which provides that appointments to the department in Washington, D. C. shall be divided among the States and Territories according to population, and with regard to the members-of-family rule, which provides that not more than two members of a family living under the same roof may hold civil-service jobs.

(5) Referral should also be made to the local or nearest United States Employment Service office for information concerning job opportunities administered by that agency.

W. NAVY RELIEF SOCIETY

(1) The primary responsibility of the Navy Relief Society is to provide relief and aid in time of emergency need for dependent widows, minor orphan children, and dependent mothers of missing and deceased naval personnel, which includes personnel of the Marine Corps.

(2) Although assistance is given by the Society in a multitude of situations, which may or may not involve an expenditure of funds, financial assistance is given on the basis of emergency, or non-recurring need which cannot be met from family resources. Recurring or long term needs will be referred to other agencies by the Navy Relief Society.

(3) Aid may be rendered in the form of money as a gratuity, or a loan without interest, and by assistance in securing pensions, six months gratuity, insurance, allotments, and other benefits. No discrimination is made as to rank, rate, or length of service of the navy personnel involved.

(4) Auxiliaries of the Society have been established at all the larger naval stations, and Branches of these Auxiliaries at some of the smaller stations. Dependents should make application to the local Auxiliary or Branch, or to the Navy Relief Society, Navy Department, Washington 25, D. C., when residing in localities not served.

X. LIAISON FOR DEPENDENTS WITH LOCAL AGENCIES

(1) When the casualty assistance call is made, very few, if any, of the benefit forms will have been received by the next of kin. It is therefore advisable after making the call and before leaving the community to direct the next of kin to some local agency, Red Cross, American Legion, etc., for future assistance. A recommended procedure would be to make one contact in each community for all future cases that might occur in that community. To give it a personal touch after making the call, the agency selected should be notified to expect a call for assistance, giving the name of the individual who might request assistance.

Y. CHANGE OF ADDRESS OF NEXT OF KIN

(1) The importance of the next of kin keeping cognizant agencies, such, as Headquarters Marine Corps, Veterans Administration, Casualty Assistance Calls Officer, etc., as well as personal addressors, informed of any change in address cannot be to strongly stressed.

(2) Upon change of address, next of kin should always fill out a regular change of address card which can be secured at any postoffice and left on file at the postoffice at the old address.

Z. EDUCATION AND SCHOLARSHIPS FOR CHILDREN OF MARINE CORPS PERSONNEL

Many educational opportunities have been provided for the sons and daughters of deceased American war veterans.

The Bureau of Naval Personnel, Navy Department, has published from time to time a list of schools, colleges and universities which grant concessions and scholarships to the sons and daughters of certain officer and enlisted Naval personnel. Determination of the classes of persons who are included as "naval personnel" rest with the authorities of the individual school. However, the Bureau considers that officers and men of the Marine Corps on active duty, retired, or deceased are qualified. The Bureau also considers that adopted children, brothers, sisters, and actual dependents of marines are within the meaning of "sons and daughters of naval personnel" for the purpose of consideration of these educational benefits. However, the children have no inherent right to these scholarships as they are offered voluntarily by the institutions which may amplify or cancel the concessions at will.

Information regarding the schools offering these scholarships and grants may be secured by writing to the Commandant of the Marine Corps, Code DNB.

Scholarships and educational aid are also available in many States for orphans of the World War. For particulars, write to the State Board of Education, located in the capital city of the State.

The American Legion awards twenty (20) scholarships annually to sons of deceased Veterans and the American Legion Auxilliary provides ten (10) scholarships for the daughters of deceased Veterans who are in need of financial assistance to continue their education after completion of a high school course. Information may be obtained from the Post Commander of the American Legion in the community in which the applicant resides.

27 TYPE	29 DATE	40 TITLE	52 LOCATION	72 UNIT
USMC CASUALTY REPORT		SAMPLE COPY		
NAVMC HQ 118-PD		DATE 5Jul51	CARD	CAS. NO. 012345
ORGANIZATION MB NAVSHIPYD New York NY		TYPE OF CAS. ACC	DATE OF CAS. 1Jul51	DATE ACT. DUTY PRIOR SER. No
MARITAL S	RACE Cau	DATE APPT./ENL. 6Sep49	PLACE OF APPT./ENL. Philadelphia Penn	DATE OF BIRTH 5May27 PLACE OF BIRTH Philadelphia Penn
NEXT OF KIN Mr & Mrs William S Doe		RELATION prnts	ADDRESS 6437 Pine St Philadelphia Penn	
BENEFICIARY (NAME AND ADDRESS) DGB: Mrs Mary R Doe (mother) address above				
PLACE OF CASUALTY Brooklyn New York				
NATURE OF WOUND Injuries multiple extreme				
REMARKS (ADDITIONAL INFORMATION - DISPOSITION OF REMAINS) NO RECORD DESIGNATED BENEFICIARY UNDER PL 23, 82 C				
DATE AND SOURCE OF REPORT CO MB NAV SHIPYD MSG 011415Z JULY to SECNAV rcd CasSec 2Jul51				CHECKER JVbpl
NAME DOE John Richard		RANK PFC	CLASS USMC	SERVICE NO. 123456

Cas	Casual
Co	Company
Cor	Corps
Def	Defense
Dep	Depot
Det	Detachment
Ech	Echelon
Engr	Engineer
FA	Field Artillery
F or FLD	Field
PhibCorps	Amphibious Corps
FMF	Fleet Marine Force
Fwd	Forward
GSU	General Service Unit
HQ	Headquarters
H & S	Headquarters and Service
HQDP	Headquarters Department of the Pacific
HqSq	Headquarters Squadron
How	Howitzer
Inf	Infantry
MCAB	Marine Corps Air Base
MCAAF	Marine Corps Auxiliary Air Facility
MCAF	Marine Corps Air Facility
MAG	Marine Aircraft Group
MAW	Marine Aircraft Wing
MAD	Marine Aviation Detachment
MCAS	Marine Corps Air Station
MCB	Marine Corps Base
MD	Marine Detachment
MD USS	Marine Detachment Naval Vessel
MarDiv	Marine Division
VMF	Marine Fighting Squadron
MAWC	Marine Air, West Coast
VMF(N)	Marine Night Fighter Squadron
VMO	Marine Observation Squadron
VMP	Marine Photographic Squadron
SMS	Marine Service Squadron
VMR	Marine Transport Squadron
Med	Medical
MsgCen	Message Center
MP	Military Police
mm	Millimeter
NAS	Naval Air Station
NAD	Naval Ammunition Depot
NMD	Naval Mine Depot
NOB	Naval Operating Base
NS	Naval Station
NTpS	Naval Torpedo Station

NTS	Naval Training Station
USS	Naval Vessel
NYd	Naval Yard
Ord	Ordnance
Pac	Pacific
Pnr	Pioneer
Prov	Provisional
RecShip	Receiving Ship
RecSta	Receiving Station
Recon	Reconnaissance
Repln	Replacement
Sep	Separate
Ser	Service
Sig	Signal
SSU	Special Service Unit
Sq	Squadron
Sta	Station
Tk	Tank
TranC	Transient Center

TYPE OF CASUALTY

AER	Airplane Accident
GUN	Accidental Gunshot Wound
AUT	Automobile Accident
DRO	Drowning
POI	Poisoning
ACC	Accidental other than specified above
DIS	Disease
DOC	Died of causes other than enumerated above
UNK	Cause of death unknown
MIS	Missing
MPD	Missing Presumed Dead

RELATIONSHIP

Relation	Relationship
Bro	Brother
BLAW	Brother-in-law
Daug	Daughter
Fath	Father
FLAW	Father-in-law
Frnd	Friend
Grfa	Grandfather
Grmo	Grandmother
Moth	Mother
MLAW	Mother-in-law
Prnts	Parents

Sis	Sister
SLAW	Sister-in-law
SFAT	Stepfather
SMOT	Stepmother
Unc	Uncle

NATURE OF WOUND

Conc	Concussion
Comp	Compound
Cont	Contusion
Bk	Back
Frac	Fracture
GSW	Gunshot Wound
Lac	Laceration
L	Left
R	Right
SW	Shrapnel Wound
Shr	Shoulder
Wd	Wound
WFS	Wound fragment shrapnel

ADDITIONAL INFORMATION

Appt	Appointment
Enlist	Enlistment
PriorSer	Prior Service
MiscSta	Misconduct status
ROMCON	Result of own misconduct
NROM	Not result of own misconduct
NYD	Not yet determined
Adm	Admitted
Cond	Condition
Evac	Evacuated
Fav	Favorable
Rep	Report
RTD	Returned to duty
Ser	Serious
Tr	Transferred
USAH	U. S. Army Hospital
USBH	United States Base Hospital
USNMH	U. S. Naval Mobile Hospital
USNH	U. S. Naval Hospital

SOURCE OF REPORT

A	Air
BuMed	Bureau of Medicine and Surgery
CG	Commanding General
CO	Commanding Officer
Conf	Confidential
DecDeath	Declaration of death
DetDeath	Determination of death
Dis	Dispatch
End	Endorsement
Fr	From
HospShip	Hospital Ship
Ltr	Letter
MarCrSta	Marine Recruiting Station
MO	Medical Officer
MS	Medical Survey
Msg	Message
NCOinC	Non-commissioned officer in charge
OIC	Officer in charge
Rad	Radiogram
SecNav	Secretary of the Navy
SpdLtr	Speedletter
Tel	Telegram

7 Aug 1951

Mrs. John Doe
1234 Main Street
Chicago, Illinois

My dear Mrs. Doe:

The enclosures are forwarded to assist you in settling the affairs of your late husband, Private First Class John Doe, United States Marine Corps, and to advise you of certain benefits to which you may be entitled pursuant to his military service.

Your husband's service number is 123456 and should be used in letters addressed to this Headquarters and other government agencies.

With deepest sympathy, I am

Sincerely yours,

J. C. SCHWALKE
Major, U. S. Marine Corps
Assistant Head, Personal Affairs Branch
By direction of the Director of Personnel

Encl:

(1) Information Sheet	
(2) "Where to Write"	
(3) NAVMC 817-SD	
(4) OQMG Form 623	
(5) VA Form 8-534) Sent to widows
(6) Dependent's Identification Card for Medical Care)	only

(Annex B)

IN REPLYING ADDRESS
COMMANDANT OF THE MARINE CORPS
WASHINGTON 25, D. C.
AND REFER TO



SERIAL
DNB-1578-cs

HEADQUARTERS U. S. MARINE CORPS
WASHINGTON

INFORMATION FOR NEXT OF KIN AND BENEFICIARIES OF DECEASED
MARINE CORPS PERSONNEL

The following information is furnished with a view toward answering a number of questions which quite naturally arise in the minds of relatives of Marine Corps personnel who lose their lives while in the service of their country.

PERSONAL EFFECTS: Personal effects, if recovered, will be sent to the next of kin as soon as practicable after receipt in the United States.

GRATUITIES: Federal laws provide for certain financial assistance to the widow of a member of the military forces who dies not the result of his own misconduct, or, if there be no widow or child, to the dependent relative previously designated by the marine as his beneficiary. In the near future, an application form for the gratuity will be sent to the beneficiary. If the decedent failed to designate a beneficiary, any claimant must show evidence of dependency.

ARREARS OF PAY: The Office of the Quartermaster General of the Marine Corps (Disbursing Branch) will audit the pay account of the deceased upon receipt of the account. On completion of that audit, the designated beneficiary will be informed of the balance of pay and allowances found due, if any, and will be furnished an application to make claim therefor.

INSURANCE AND PENSIONS: The designated beneficiary or beneficiaries of Government or National Service Life Insurance will be notified of the amount of such insurance by the Veterans Administration. All inquiries relative to insurance, pensions and compensation should be addressed to the Dependents and Beneficiaries Claims Service, Veterans Administration, Washington 25, D. C. Upon official notification of death from the Marine Corps, the Veterans Administration sends to the beneficiary the necessary application forms for insurance and other benefits.

Front: Encl (1)

TRANSPORTATION: Dependents of deceased military personnel who are living at a place other than their usual residence at the time of the Marine's death may be entitled to transportation for themselves and their household effects. Application should be made to the nearest Marine Corps Supply Officer or the Quartermaster General of the Marine Corps, Headquarters, U. S. Marine Corps, Washington 25, D. C., within one year from the date of death.

SOCIAL SECURITY BENEFITS: If the deceased was employed in commerce or industry after 1 January 1937 and prior to his entry into the Marine Corps, you should communicate directly with the nearest Social Security Board field office, the address of which may be obtained from the local post office, regarding any benefits which may have accrued under the Social Security Act. The Social Security Board should be advised of his Social Security number, if available.

BONDS: Inquiries regarding savings bonds should be directed to the Quartermaster General, (Disbursing Branch), Headquarters, U. S. Marine Corps, Washington 25, D. C.

ALLOTMENTS: If the deceased had a voluntary allotment or an allotment for dependents assistance in effect, such allotment will not be payable after month of death.

DEFINITIONS OF TERMS: Next of Kin is the nearest living blood relative of the deceased and follow in order named: widow, child, parents, brother and sister.

Beneficiaries are those persons who are entitled by law to certain benefits, such as insurance, pensions, and gratuities. The person designated as beneficiary in the Marine Corps records to receive the death gratuity may be a different person from the one designated in the records of the Veterans Administration as the beneficiary of Government Insurance.

MISCELLANEOUS: If assistance is needed in securing any of the benefits mentioned herein, completing forms or initiating inquiries, the next of kin or beneficiary should call on the local chapter of the American Red Cross or County Veterans Service Offices. The services of an attorney or claim agent to secure authorized benefits are not necessary.

The next of kin or beneficiary should keep Headquarters, U. S. Marine Corps, (Code DN), Washington 25, D. C., informed of any change in home address and should feel free to consult this Headquarters at any time.

Back: Encl (1)

WHERE TO WRITE
CASE OF PERSONNEL WHO DIED WHILE ON ACTIVE DUTY

For your convenience in directing letters and inquiries
in the event additional information is required

Insurance:

U. S. Government Life or
National Service Life

Director of Insurance
Veterans Administration

Transportation of Dependents
and Household Goods

Nearest Marine Corps Supply
Officer or Quartermaster
General, Headquarters Marine Corps
Washington 25, D. C.

Personal Effects
Decorations and Awards
Burial Allowance (U. S.
cases only)
Six Months Gratuity
Arrears of Pay

Commandant of the Marine Corps
Headquarters U. S. Marine Corps
Washington 25, D. C.

Hospital and Medical Care

Bureau of Medicine and Surgery
Department of the Navy
Washington 25, D. C.

Employment

U. S. Employment Service or Nearest
Civil Service Commission Office

Social Security

Nearest Social Security Board Office

Income Tax - (a) Federal
(b) State

Bureau of Internal Revenue
Washington 25, D. C.
State Income Tax Commission
Usually at State Capitol

Dependents' Pensions

Veterans Administration
Washington 25, D. C.

Other Request

Director of Personnel, Marine Corps
Personal Affairs Branch
Headquarters U. S. Marine Corps
Washington 25, D. C.

Navy Relief



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C.

IN REPLY REFER TO

NAVMC 817-SD
(Rev. 5-51)

INFORMATION FOR NEXT OF KIN REGARDING EXPENSES IN CONNECTION
WITH THE PREPARATION, ENCASEMENT, TRANSPORTATION, AND
BURIAL OF THE REMAINS OF MARINE CORPS DEAD.

1. All officers and enlisted men on the active list of the Marine Corps are entitled to burial, at Government expense, in the National Cemetery at Arlington, Virginia (near Washington), or in any of the national or naval cemeteries located at different points throughout the country. The graves in these cemeteries are marked with suitable headstones and are perpetually kept in perfect condition.
2. If interment by the Government in a national or naval cemetery or at the place of demise is not desired, the remains may be forwarded to the next of kin (circumstances permitting) at any designated place in the United States for burial, the expense of preparation, encasement, and transportation to the designated place being borne by the Marine Corps.
3. When the remains are sent home for burial an escort of one person may be provided when requested. A friend or relative (not in the naval service) may accompany the remains in lieu of a military escort. The Marine Corps will, when requested by the next of kin, endeavor to arrange for military honors when the interment is to be made in the immediate vicinity of a Marine Corps post or naval station.
4. When no escort is desired the body is usually forwarded by express, on Government bill of lading, the charges on which are billed to the Marine Corps by the transportation company. Immediately after a body has been accepted by the transportation company, the original and two copies of the Government bill of lading will be mailed to the next of kin or to the designated consignee. It is important that these papers be carefully preserved until delivery of the body has been made, at which time the original and both copies of the bill of lading should be signed by the consignee, the original surrendered to the transportation company, and the copies returned to the issuing officer.
5. Where the next of kin has been informed of the shipment of the remains at Government expense, and is requested by the carrier to settle the transportation charges, he should refuse payment and immediately advise the Commandant of the Marine Corps (Code CSJ), Washington 25, D.C. by telegram, collect, of the situation.
6. The remains will be encased in a casket which is standard for the naval service. The casket is used alike for officers and enlisted men, no distinction being made for rank, and it is not customary to make transfer to more elaborate casket. The United States flag forwarded with the remains is for use at the funeral, and thereafter becomes the property of the next of kin. When interment is made by the Marine Corps, and the next of kin does not attend the funeral, a request for the flag should be made to the Commandant of the Marine Corps (Code CAF), Washington 25, D.C., within three months following date of the funeral.
7. Burial expenses, not exceeding the following amounts, incurred after the delivery of remains to the next of kin, will be paid by the Marine Corps, if necessary:
 - (1) When interment is in a national or naval cemetery the maximum allowance is \$75.00.
 - (2) When interment is in a private cemetery the maximum allowance is \$125.00.

Such expenses are limited to the following items except where unusual circumstances make necessary the use of other items and the necessity therefor is clearly shown: Undertaker's fee, automobiles for transportation of immediate relatives to cemetery, opening and closing grave or vault, hearse, minister's fee and single grave space when burial is not in a national or naval cemetery.

Front: Encl (3)

8 In cases where no expense for preparation, embalming, and encasement has been incurred by the government (which is likely to happen only when the remains are delivered to the next of kin at the place of demise), the following items of expense will be allowed in addition to those specified in the preceding paragraph: Embalming, casket, outside box (if necessary), and the limit of additional expense payable by the Marine Corps is \$300.00. The allowance of \$300.00 is in addition to the allowances of \$125.00 or \$75.00, whichever is applicable.

9. No other items of expense than those specified herein will be paid by the Marine Corps except as provided in paragraph 7. The charges for each item must be reasonable, and not in excess of prevailing local rates. No charge for grave space will be allowed where burial is in a plot owned by the next of kin or relatives of the deceased. When practicable the services of an Army or Navy chaplain should be procured, if there is one available.

10. HOW TO MAKE APPLICATION FOR BURIAL ALLOWANCE:

a Bills for burial expenses normally are paid by the next of kin or legal representative of the deceased and reimbursement within the allowances provided in paragraphs 7 and 8 above, as applicable, will be paid by the Marine Corps to the next of kin or legal representative who paid for the services. To claim these burial allowances, the person who paid for the services should submit a letter to the Commandant of the Marine Corps (Code CAF), Washington 25, D.C. including the following information:

(1) Name and rank of the deceased marine.

(2) Date and place of burial.

(3) Application must be accompanied by the original and one (1) copy of the funeral bill or bills, receipted, showing by whom payment was made, and itemized to show the nature of the services, the dates on which rendered, and the cost of each item. On each receipted bill should be placed the certificate "Correct and just; payment not received", which should be signed by the person who has paid the expenses.

b. If it is not practicable for the next of kin or legal representative of the deceased to pay the funeral bills - subject to reimbursement as provided in subparagraph a. above - the unpaid bill or bills, in duplicate, may be mailed to the Commandant of the Marine Corps (Code CAF), Washington 25, D.C., for direct payment by the Marine Corps. In such cases, the bills must contain the following signed certificate, "Certified correct and just; payment not received", which should be signed by the payee. On bills of firms or corporations the certificate should be signed in the full name of the firm or corporation by a responsible official thereof, who should indicate below his signature his official position. For example: "Jones Funeral Home, By John Doe, President." In addition, the bill should be certified, over the signature of the next of kin, as follows: "Services were satisfactorily rendered and it is requested that payment be made directly to the party rendering the service."

W. P. T. HILL,
Major General, U. S. Marine Corps
Quartermaster General of the Marine Corps

Back: Encl (3)

ORIGINAL

CHECK TYPE REQUIRED (See Instructions attached)		APPLICATION FOR HEADSTONE OR MARKER (Please make out and return in duplicate)		
<input type="checkbox"/> UPRIGHT MARBLE HEADSTONE	ENLISTMENT DATE	SERIAL No.		EMBLEM (Check one) <input type="checkbox"/> CHRISTIAN <input type="checkbox"/> HEBREW <input type="checkbox"/> NONE
<input type="checkbox"/> FLAT MARBLE MARKER	DISCHARGE DATE	PENSIDN No.		
<input type="checkbox"/> FLAT GRANITE MARKER		STATE	RANK	COMPANY
<input type="checkbox"/> BRONZE MARKER		U. S. REGIMENT, STATE ORGANIZATION, AND DIVISION		
NAME (Last, First, Middle Initial)				
DATE OF BIRTH (Month, Day, Year)	DATE OF DEATH (Month, Day, Year)	LOCATION (City and State)		
NAME OF CEMETERY		NEAREST FREIGHT STATION (City and State)		
SHIP TO (I CERTIFY THE APPLICANT FOR THIS STONE HAS MADE ARRANGEMENTS WITH ME TO TRANSPORT THE STONE FROM THE FREIGHT STATION TO THE CEMETERY)		POST OFFICE ADDRESS OF CONSIGNEE		
(SIGNATURE OF CONSIGNEE)				
DO NOT WRITE HERE		I certify this application is submitted for a stone for the unmarked grave of a veteran. I hereby agree to assume all responsibility for the removal of the stone promptly upon arrival at destination, and properly place it at the decedent's grave at my expense.		
FOR VERIFICATION		APPLICANT'S SIGNATURE		DATE OF APPLICATION
ORDERED		ADDRESS (Street, City, State)		
B/L				
SHIPPED				

DDMG FORM 623
REV 8 FEB 48

IMPORTANT—Complete Reverse Side

16-11489-8 GPO

DUPLICATE

CHECK TYPE REQUIRED (See Instructions attached)		APPLICATION FOR HEADSTONE OR MARKER (Please make out and return in duplicate)		
<input type="checkbox"/> UPRIGHT MARBLE HEADSTONE	ENLISTMENT DATE	SERIAL No.		EMBLEM (Check one) <input type="checkbox"/> CHRISTIAN <input type="checkbox"/> HEBREW <input type="checkbox"/> NONE
<input type="checkbox"/> FLAT MARBLE MARKER	DISCHARGE DATE	PENSIDN No.		
<input type="checkbox"/> FLAT GRANITE MARKER		STATE	RANK	COMPANY
<input type="checkbox"/> BRONZE MARKER		U. S. REGIMENT, STATE ORGANIZATION, AND DIVISION		
NAME (Last, First, Middle Initial)				
DATE OF BIRTH (Month, Day, Year)	DATE OF DEATH (Month, Day, Year)	LOCATION (City and State)		
NAME OF CEMETERY		NEAREST FREIGHT STATION (City and State)		
SHIP TO (I CERTIFY THE APPLICANT FOR THIS STONE HAS MADE ARRANGEMENTS WITH ME TO TRANSPORT THE STONE FROM THE FREIGHT STATION TO THE CEMETERY)		POST OFFICE ADDRESS OF CONSIGNEE		
(SIGNATURE OF CONSIGNEE)				
DO NOT WRITE HERE		I certify this application is submitted for a stone for the unmarked grave of a veteran. I hereby agree to assume all responsibility for the removal of the stone promptly upon arrival at destination, and properly place it at the decedent's grave at my expense.		
FOR VERIFICATION		APPLICANT'S SIGNATURE		DATE OF APPLICATION
ORDERED		ADDRESS (Street, City, State)		
B/L				
SHIPPED				

DDMG FORM 623
REV 8 FEB 48

IMPORTANT—Complete Reverse Side

Page 1: Encl (4)

I HEREBY CERTIFY that the type headstone or marker requested by the applicant will be permitted at the grave.

(Be sure you have noted what type is indicated by applicant on form)

(Signature of superintendent, sexton, or caretaker)

Date -----

16-11450-4

Return to: OFFICE OF THE QUARTERMASTER GENERAL,
MEMORIAL DIVISION,
WASHINGTON 25, D. C.

I HEREBY CERTIFY that the type headstone or marker requested by the applicant will be permitted at the grave.

(Be sure you have noted what type is indicated by applicant on form)

(Signature of superintendent, sexton, or caretaker)

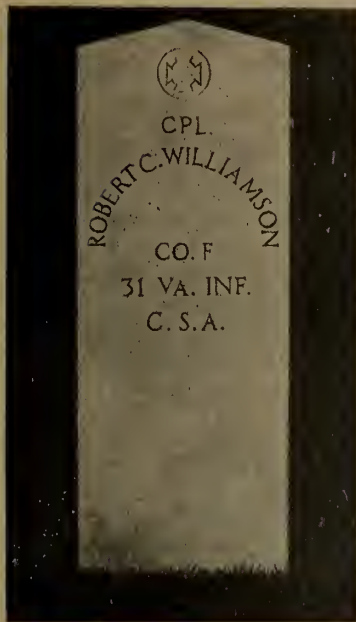
Date -----

16-11450-4

Return to: OFFICE OF THE QUARTERMASTER GENERAL,
MEMORIAL DIVISION,
WASHINGTON 25, D. C.

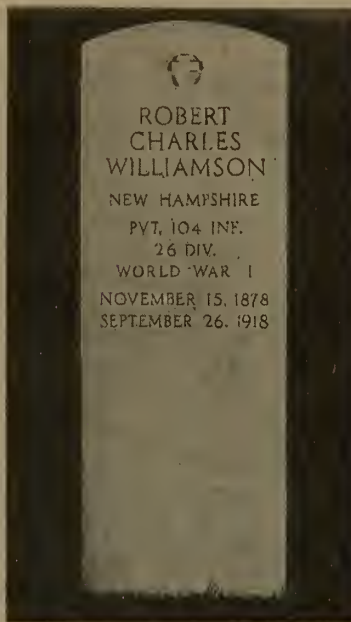
UPRIGHT HEADSTONES OF MARBLE

For Veterans of the
Confederate States Army



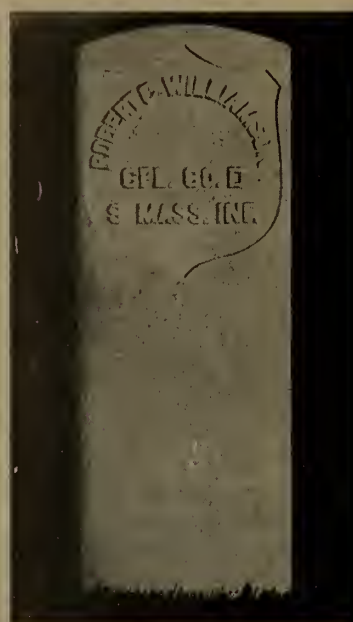
39 inches long, 12 inches wide, 4 inches thick; top is slightly pointed; inscribed with name, rank (if above a private), and organization, followed by the letters "C. S. A." Date of birth and death not inscribed on this stone.

For ALL VETERANS EXCEPT those
of the CIVIL and
SPANISH-AMERICAN WARS



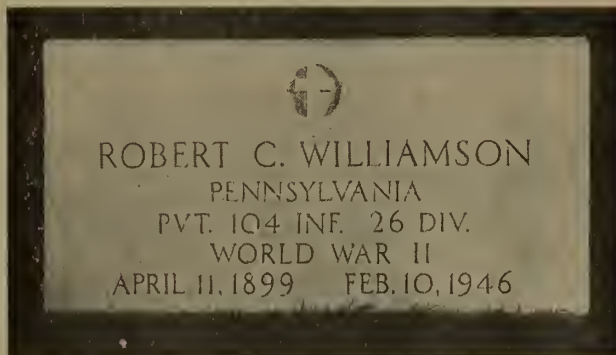
42 inches long, 13 inches wide, 4 inches thick. Within small circle above inscription will be cut either a Latin Cross for Christians, or Star of David for Hebrews, or no emblem, as elected. Check "EMBLEM" desired on application form. Inscription consists of full name of decedent, State from which he came, rank, authorized organization; war period of service (as shown in official records such as World War I and/or II, Mexican War, War 1812, etc.), the month, day, and year of birth and death.

For Civil War (April 15, 1861–August 20, 1865)
and Spanish War (April 21, 1898–April 11, 1899)
Veterans



39 inches long, 12 inches wide, 4 inches thick. Top is slightly rounded; inscribed with name, rank (if above private), all cut within a sunken shield. Date of birth and death not inscribed on this stone. When headstone is used for Spanish-American War service, the words "Sp. Am. War" are added inside the shield below the organization, in order to distinguish this service from Civil War service.

FLAT MARKERS OF MARBLE, GRANITE, OR BRONZE



The granite or marble marker is 24 inches long, 12 inches wide, and 4 inches thick, lettering incised. The bronze marker is 24 inches long, 12 inches wide, and 3/8 inch thick, with raised lettering. Marker placed flush with the ground. Inscription will be placed parallel to the greatest dimension on the marker and will consist of the name of the decedent, the State from which he came, his rank, authorized organization, war period of service (as shown in official records as World War I and/or II, Mexican War, War 1812, etc.), and the month, day, and year of birth and death. Within a small circle above the inscription will be cut either a Latin Cross for Christians, or Star of David for Hebrews, or no emblem, as elected. Under "Emblem" check the one chosen.

THE ABOVE PICTURES SHOW HOW THE STONES AND MARKERS APPEAR AFTER BEING PLACED AT THE HEAD OF THE GRAVE

The upright headstones are of American white marble. The flat markers are of American white marble, or light gray granite, or bronze. No deviation can be made from these specifications.

Read Carefully
YOU SHOULD KEEP THIS SHEET

INFORMATION AND INSTRUCTIONS

The attached application form should be detached from this sheet, completed in *duplicate*, and mailed to THE QUARTERMASTER GENERAL, MEMORIAL DIVISION, WASHINGTON 25, D. C.

The Government furnishes the following stones free of cost TO BE PLACED AT THE HEAD OF AN UNMARKED GRAVE of members of the Armed Forces of the United States or the Confederate States who either died in the service or whose lost discharge was honorable—an UPRIGHT HEADSTONE OF MARBLE or a FLAT MARKER OF MARBLE, GRANITE, OR BRONZE.

THE LAW DOES NOT PROVIDE FOR A MONEY ALLOWANCE IN LIEU OF FURNISHING GOVERNMENT HEADSTONES OR MARKERS, NOR DOES IT PROVIDE FOR ANY EXPENDITURE OF FUNDS FOR FENCES OR FOR ANY OTHER PURPOSE. HEADSTONES OR MARKERS FURNISHED BY THE GOVERNMENT CANNOT BE TRADED IN FOR A PRIVATE MONUMENT.

The upright or flat stone will be shipped freight PREPAID at Government expense to you direct when possible. Where the direct "Delivery Service" cannot be made the stone will be shipped to the freight station or steamboat landing nearest to destination. The bronze marker will be mailed parcel post. If the placing of the stone or bronze marker at the grave cannot be taken care of by you, this application should not be submitted. ALL EXPENSES INCIDENT TO TRANSPORTING THE STONE TO THE CEMETERY AND ERECTION AT THE GRAVE MUST BE AT PRIVATE EXPENSE.

Any person may make an application for a headstone or marker. Officers or committees of patriotic or welfare organizations, and other persons having charge of marking graves of veterans buried in their vicinity, should ascertain before ordering whether the relatives or friends of the veteran desire the Government headstone or marker, or intend to erect private monuments. ALL APPLICATIONS MUST BEAR THE SIGNATURE OF THE APPLICANT.

BY CAREFULLY OBSERVING THESE DIRECTIONS AND GIVING THE INFORMATION CALLED FOR IN EACH COLUMN, DELAY WILL BE AVOIDED.

Please fill out the application in duplicate on the typewriter, if possible. If a typewriter is not available, the name of the veteran should be printed in CAPITAL letters.

Care should be taken to spell correctly the name of the veteran for whose grave the stone is desired; if he served under an assumed name, both the true name and aliases must be given.

The last name should be written first, and the first or given name should be shown in full if known, as "JONES, CHARLES T." instead of "C. T. JONES."

When the decedent served with State troops, the State and the arm of service (whether infantry, cavalry, or artillery) should be given; and in the case of a sailor or marine, the name of one or more vessels on which he served and the approximate date of his enlistment is desired. The approximate dates of enlistment and discharge should be given when the decedent served in the Regular Army and, where available, serial numbers and pension certificate numbers should be noted.

After the veteran's service record is verified, by this office to determine eligibility, you will be mailed a form, for approval, showing the inscription to appear on the headstone or marker. THIS FORM SHOULD BE RETURNED IMMEDIATELY. Shipment of headstone or marker will be made as promptly as possible. If you desire to communicate further regarding your application, all inquiries should be addressed to THE QUARTERMASTER GENERAL, MEMORIAL DIVISION, WASHINGTON 25, D. C.

The Quartermaster General should be advised immediately if you change your address or if there should be any change in the shipping instructions after you have submitted your application.

APPLICANTS SUBMITTING THESE REQUESTS SHOULD ASCERTAIN BEFORE ORDERING WHETHER OR NOT THE CEMETERY IN WHICH THE VETERAN IS BURIED WILL PERMIT THE ERECTION OF THE GOVERNMENT UPRIGHT HEADSTONE OF MARBLE OR THE FLAT MARKER OF MARBLE, GRANITE, OR BRONZE.

NO FEE SHOULD BE PAID IN CONNECTION WITH THIS APPLICATION

TEAR HERE

NOTICE TO APPLICANTS

BRONZE MARKERS

THE FURNISHING OF BRONZE MARKERS BY THE GOVERNMENT HAS BEEN SUSPENDED, DUE TO RESTRICTION PLACED BY NATIONAL PRODUCTION AUTHORITY ON MATERIALS REQUIRED IN THE MANUFACTURE OF THIS MARKER WHICH ARE REQUIRED FOR THE DEFENSE EFFORT.

ALL INFORMATION SHOWN ON ATTACHED APPLICATION FORM OQMG 623 RELATIVE TO THE BRONZE MARKER WILL BE DISREGARDED.

**THIS PAGE SHOULD BE DETACHED AND RETAINED BY YOU FOR FUTURE REFERENCE IN
CONNECTION WITH YOUR CLAIM WHICH MAY REQUIRE
EVIDENCE HERE BELOW LISTED**

**INFORMATION REGARDING THE EXECUTION OF APPLICATION FOR
PENSION OR COMPENSATION BY A WIDOW OR CHILD**

INSTRUCTIONS—READ WITH GREAT CARE

1. EXECUTION OF APPLICATION.—All the information required in this application must be furnished and the questions must be answered fully and clearly. Answers must be written in a clear, legible hand, or typewritten. If you do not know the answer to any question, say so. If any of the questions are not clear and you desire further information before attempting to answer such questions, you should write to the Veterans Administration for instructions. If you need more space to answer any items, attach a piece of plain paper, numbering the answers to correspond with the questions appearing in the application.

2. INCOMPETENTS.—If the person for whom claim is being made is incompetent or is a minor, the claim should be executed by the legal guardian or, if no guardian has been appointed, it may be executed and filed by some person acting as next friend.

3. EVIDENCE ON FILE.—If any of the evidence referred to below has been previously filed in the former Bureau of Pensions, former Veterans Bureau, or the Veterans Administration, it need not be filed in connection with this claim.

4. PROOF OF DEATH.—Death of a veteran in active service of the Army, Navy, Marine Corps, or Coast Guard, or in a Government institution does not need to be proven by a claimant. Otherwise, the claimant should forward a copy of the public record of death, certified by the custodian of such records, or a duly certified copy of a coroner's report of death, or a verdict of a coroner's jury.

5. PROOF OF WIDOWHOOD.—The marriage of a widow claimant to the veteran should be established by one of the following types of evidence in the order of preference listed: (1) A copy of the public or church record of marriage, certified over the signature and seal of the custodian of such records; (2) affidavit of the clergyman or magistrate who officiated; (3) original certificate of marriage accompanied by proof of its genuineness and the authority of the person who performed the marriage; (4) affidavits of two or more eye witnesses to the ceremony. A widow who was married prior or subsequent to her marriage to the veteran should furnish a certified copy of the public record of death of her former husband or, if divorced, a copy of the decree of divorce from such husband, certified to by the custodian of such records. If the deceased veteran was previously married, similar proof of dissolution of such marriage should be forwarded. (The provisions of Instruction No. 8 should be carefully observed.)

6. PROOF OF AGE AND RELATIONSHIP OF CHILD.—Evidence to establish the fact of birth of a child or children should consist of a copy of the public record of birth or the church record of baptism showing date of birth of each child and the names of the parents and certified over the signature and seal of the custodian of such records. If neither of these records is obtainable, there should be forwarded the affidavit of the attending physician or midwife, showing the date of birth and the names of the parents. If a child is a legally adopted child, a copy of the court order of adoption, certified to by the custodian of the court record, should also be furnished. (The provisions of Instruction No. 8 should be carefully observed.)

7. **HELPLESS CHILD.**—If any child for whom pension or compensation is claimed is insane, idiotic, or otherwise permanently incapable of self-support by reason of mental or physical defect, it must be shown that such incapacity existed prior to the date the child attained the age of 18 years, if veteran's service was rendered subsequent to July 4, 1902. If service was prior to April 20, 1898, the incapacity must have existed prior to the date the child became 16; and if service was between April 20, 1898, and July 5, 1902, the incapacity must have existed prior to the date the child attained the age of 16 or of 18, depending upon the law applicable. The nature and extent of the physical or mental impairment should be shown by a statement from the attending physician or other medical evidence, forwarded with the application.

8. **RECORD EVIDENCE.**—If public- or church-record evidence of birth, death, or marriage does not exist, no attempt should be made to have such a record established for the purpose of this claim. Instead, the next lower class of evidence indicated in paragraph 4, 5, or 6, as required, should be furnished.

9. **ORGANIZATIONS AND ATTORNEYS.**—The claimant may be represented, without charge, by an accredited representative of any organization recognized by the Administrator of Veterans Affairs. The claimant also has the right to be represented by an attorney or agent who has been admitted to practice before the Veterans Administration, but the employment of such attorney or agent is wholly unnecessary, as the Veterans Administration is pleased to give all information and assistance that may be reasonably required to establish rights of claimants. An agent or attorney who has been admitted to practice before the Veterans Administration and has filed a power of attorney in a claim may receive for his services from the proceeds of an award a fee not exceeding \$10 in an original claim for compensation or pension, and a fee not exceeding \$2 in a claim for increase of such benefits. No fee is allowable for services in a claim for accrued compensation or pension. The solicitation or receipt of a fee, except as provided by law, constitutes a penal offense.

**APPLICATION FOR PENSION OR COMPENSATION BY WIDOW AND/OR CHILD OF
A DECEASED PERSON WHO SERVED IN THE ACTIVE MILITARY OR
NAVAL SERVICE OF THE UNITED STATES**

Name of claimant _____
(First name) (Middle name) (Last name)

Address _____, _____, _____
(Street and number) (City or town) (Zone) (State)

hereby makes application for pension or compensation { for the } _____
 as the } (State whether widow or child)
 of the veteran described below, and for any accrued benefits that may be payable.

1. (a) Name of deceased veteran _____
 (First name) (Middle name) (Last name)

(b) Race _____ (c) Date of birth _____

(d) Place of birth _____, _____
(City or town) (State)

2. If the deceased veteran ever applied to the Veterans Administration for any benefit give the claim number, if known _____

3. (a) Give dates of enlistment and discharge for each period of service of deceased veteran in the Army, Navy, Marine Corps, or Coast Guard of the United States:

[illegible]

(b) Did veteran serve under a name other than the one given in answer to question No. 1? _____ If so, state the other name and the service rendered under that name _____

4. (a) Date of veteran's death (see instruction No. 4) _____

(b) Place of death _____

5. How many times was veteran married? _____ The following information should be furnished concerning each marriage of the veteran: (See Instruction No. 5.)

DATE OF EACH MARRIAGE	TO WHOM MARRIED	HOW MARRIAGE TERMINATED (Death, Divorce)	DATE AND PLACE MARRIAGE TERMINATED

6. Was veteran survived by mother or father? _____ If so, give names and addresses:
(Yes or no)

Father's name _____
(First name) (Middle name) (Last name)

Address _____
(Street and number) (City or town) (State)

Mother's name _____
(First name) (Middle name) (Last name)

Address _____
(Street and number) (City or town) (State)

7. If claimant is widow of deceased veteran, give following information:

(a) Maiden name _____
(First name) (Middle name) (Last name)

(b) Date of birth _____

(c) Place of birth _____
(City or town) (State)

(d) How many times was she married? _____

(e) Did she live continuously with the veteran from date of marriage to date of his death? _____ If not, state the reason for the separation, the date of separation and the duration thereof _____
(Yes or no)

(f) Has she remarried since the veteran's death? _____
(Yes or no)

8. The following information should be furnished concerning each marriage of the widow (or mother of the children) for whom this claim is being made: (See Instruction No. 5.)

DATE AND PLACE OF EACH MARRIAGE	TO WHOM MARRIED	HOW MARRIAGE TERMINATED (Death, Divorce)	DATE AND PLACE MARRIAGE TERMINATED

9. State below the name of each unmarried child of the veteran, including adopted child or stepchild, under 18 years of age (or under 21 years of age if attending school); or of any age if permanently incapable of self-support by reason of mental or physical defect: (See Instruction No. 6.)

NAME OF CHILD	DATE OF BIRTH	PLACE OF BIRTH	NAME AND ADDRESS OF PERSON HAVING CUSTODY OF EACH CHILD

10. Give the name of each child listed above who is:
- (a) Adopted child _____
 - (b) Illegitimate child _____
 - (c) Helpless child _____
 - (d) Stepchild _____ Was such child a member of the veteran's household at the time of his death? _____
(Yes or no)

11. (To be answered by widow only) Is it your desire that this application also be considered as a claim for compensation or pension for any of the veteran's children not in your custody? _____ If so, give name of child or children and name and address of person having custody of each child _____

12. Has the widow or child ever filed a claim for:
- (a) Compensation or pension based on the service of any other veteran? _____
(Yes or no)
 - (b) Compensation or pension based on the widow's or child's own service? _____
(Yes or no)
- If so, give the name of the person who served and the Veterans Administration claim (C or XC) number _____
- (c) Compensation from the United States Employees' Compensation Commission because of the death of the veteran on whose service this claim is filed? _____
(Yes or no)

IF THE VETERAN DIED WHILE IN ACTIVE MILITARY OR NAVAL SERVICE, DO NOT ANSWER QUESTIONS NOS. 13, 14 AND 15

13. State below the annual income of the widow or each child on whose account claim is filed: (The term "income" means income received from any source, including wages, salary, rent, interest, dividends, Social Security benefits, allotments and family allowances and insurance payments other than those made by the Veterans Administration.)

AMOUNT RECEIVED ANNUALLY	SOURCE
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

14. Is the widow or child on whose account claim is filed the beneficiary of any insurance policies carried by the veteran other than those payable by the Veterans Administration? _____ If so, give the following information:
(Yes or no)

- (a) Name of beneficiary _____
- (b) Amount of each lump sum payment and date of receipt:

_____	_____
(Amount)	(Date of receipt)
_____	_____
(Amount)	(Date of receipt)

16-45763-1

- (c) Amount of each monthly installment _____ Date on which payments commenced _____ Date on which payments will terminate _____
- (d) Are the insurance payments referred to in this paragraph included in answer to question 13 above? _____
(Yes or no)
15. Was deceased employed by the United States Government in a civilian capacity at the time of his death? _____ If so, give the following information:
(Yes or no)
- (a) Name and location of Government agency _____
- (b) Name of beneficiary of Civil Service retirement pay _____
- (c) Amount of retirement pay, \$ _____ Date of receipt _____
16. Did any person or persons assist or advise you in the preparation of this application? _____
(Yes or no) If so, give the name and address of such person or persons and state the nature and extent of the assistance or advice, and the amount of fee paid or to be paid, if any, for such assistance _____

I CERTIFY that the foregoing statements are true and that they are made with full knowledge of the fact that severe penalties involving fines and imprisonment are prescribed by various statutes of the United States for making a false statement.

WITNESSES TO SIGNATURE OF CLAIMANT IF MADE BY (X) MARK	
NOTE.—Signatures made by mark must be witnessed by two persons to whom the person making the claim is personally known, and the signatures and addresses of such witnesses must be shown below.	
1. _____ (Signature of witness)	_____

(Address)	(Signature of claimant)
2. _____ (Signature of witness)	_____

(Address)	(Date)

INSTRUCTIONS

1. Dependent or dependents listed on reverse side hereof are either lawful wife, and/or unmarried natural, or adopted, or step-child or children under twenty-one (21) years of age, and/or dependent parent or parents, of a member of the regular or reserve components of the naval service on active duty, extended active duty, or retired; or a widow of a member of the regular service or a reserve member that died on active duty.
2. Dependents shown on reverse are entitled by virtue thereof to dispensary care at dispensaries having facilities to provide such care and hospital care for acute medical and surgical conditions, exclusive of nervous, mental, or contagious diseases, or those requiring domiciliary care.
3. Under no circumstances, including emergencies, can civilian medical or hospital care, or the services of civilian specialists or the furnishing of prosthetic, orthopedic, or other appliances, obtained by the dependent or a person in their behalf be paid for out of appropriated funds of the Department of Defense.
4. Nor is dental treatment authorized for above dependents except as an adjunct to authorized inpatient hospital or dispensary care.
5. Any person who obtains or makes a false claim to obtain authorized dependent medical or hospital care may be subject to legal action.

01-9730

U. S. NAVY DEPENDENT'S IDENTIFICATION CARD FOR MEDICAL CARE

FULL NAME OF DEPENDENT	RELATIONSHIP	DATE OF BIRTH
Mrs. John Doe	widow	

NON - TRANSFERABLE

DEPENDENTS OF (Name)

John Doe (deceased)		SERIAL OR FILE NUMBER
RANK OR RATE	SERVICE	
POC	USMC	123456
ADDRESS OF DEPENDENT		
1234 Main Street, Chicago, Illinois		
SIGNATURE OF DEPENDENT		

PLACE OF ISSUE	Mrs. John Doe
	(Date)
Headquarters, USMC 7 Aug 51	10 th Aug when remarried
ATTESTING OFFICER	RANK, MAJOR
J. C. SCHWALKE USMC	

NAVPERS-1343 (New 8-50)

Mrs. John Doe
1234 Main Street
Chicago, Illinois

My dear Mrs. Doe:

The enclosures are forwarded to assist you in settling the affairs of your late husband, Private First Class John Doe, United States Marine Corps, and to advise you of certain benefits to which you may be entitled pursuant to his military service. His service number is 123456 and should be used in letters addressed to this Headquarters and other government agencies.

When the remains of our gallant Marines who die in Korea are recovered, they are temporarily interred in a military cemetery in Korea with the utmost respect and reverence. A military funeral is held in accordance with the custom or ritual of the Church of the deceased. The graves are properly marked and recorded to preserve their identity, and everything possible is done by the military authorities to care for the graves until such time as the remains may be returned to the United States.

As rapidly as conditions permit, all deceased Marines are being prepared for return to the United States for final burial. This is a time-consuming procedure, involving disinterment and transfer to Japan for preparation and encasement; and due to the exigencies of the situation overseas, some delay must be expected before the remains of your husband will be returned. Please be assured that the next of kin will be consulted regarding the final disposition to be made of the remains as soon as the estimated time of arrival in the United States is ascertained.

With deepest sympathy, I am

Sincerely yours,

J. C. SCHWALKE
Major, U. S. Marine Corps
Assistant Head, Personal Affairs Branch
By direction of the Director of Personnel

Encl:

- (1) Information Sheet
- (2) "Where to Write"
- (3) VA Form 8-534) Sent to widows
- (4) Dependent's Identification Card for Medical Care) only

(Annex C)

See Annex B for enclosures

SAMPLE LETTER TO NEXT OF KIN

DNB-1436-mis
Date

Mr. and Mrs. William S. Doe
6437 Pine Street
Philadelphia, Pennsylvania

My dear Mr. and Mrs. Doe:

Reference is made to the letter from this Headquarters of
 (date) in which certain information was furnished to
assist you in settling the affairs of your late (relation-
ship, rank, name, and serial number), U. S. Marine Corps.
(Reserve)

In the near future an officer of the Marine Corps, represent-
ing the Commandant, will call on you, if you so desire, to
furnish such additional information and advice as may be fea-
sible. Any delay in this officer's call can be attributed to
the many administrative duties required of him which compel
him to follow a definite schedule in his visits.

A card and an addressed envelope which requires no postage are
enclosed for your convenience in notifying the officer of your
wishes in this matter.

With assurances of sympathy, I am

Sincerely yours,

J. C. SCHWALKE
Major, U. S. Marine Corps
Assistant Head, Personal Affairs Branch
By direction of the Director of Personnel

Encl:

(1) Request card for officer call, with addressed envelope

(ANNEX D)

I will be glad to have an Officer of the Marine Corps call on me.
The dates most convenient for me to receive the visit would be:

DATE: _____

NAME: _____

STREET NO. OR RFD: _____

CITY AND STATE: _____

PHONE NO: _____

CAC APPOINTMENT CARD NAVMC 10091-S0*

Encl (1)

SAMPLE LETTER TO NEXT OF KIN WHEN LIVING AT
SOME DISTANCE FROM DHRS.

DNB-1436-mis
Date

Mr. and Mrs. William S. Doe
6437 Pine Street
Philadelphia, Pennsylvania

My dear Mr. and Mrs. Doe:

Reference is made to the letter of (date) from this Headquarters in which certain information was furnished to assist you in settling the affairs of your late (relationship), (rank and name), (Serial No.), U. S. Marine Corps.

A Marine officer representing the Commandant of the Marine Corps will call on you, should you so desire, to furnish such additional information and advice as may be feasible. Since the officer is stationed at (name of city where district headquarters is located), it will be necessary for him to delay his call until his next regular visit to your (use word - town or city). It is regretted that he cannot reach you sooner, but any delay can be attributed to the distance of your home from the nearest Marine Corps Activity. The many duties required of this officer compel him to follow a definite schedule in his visits.

A card and an addressed envelope which requires no postage are enclosed for your convenience in notifying the above officer as to whether or not you desire a call.

With assurances of sympathy, I am

Sincerely yours,

C. C. HALL
Major, U. S. Marine Corps Reserve
Assistant Head, Personal Affairs Branch
By direction of the Director of Personnel

Encl:

(1) Request card for officer call, with addressed envelope

See Annex D for enclosure

(ANNEX E)

SAMPLE LETTER TO NEXT OF KIN FROM OFFICER SELECTED
TO MAKE CASUALTY ASSISTANCE CALL IN EVENT CARD IS
NOT RECEIVED FROM NEXT OF KIN WITHIN 10 DAYS.

Mr. and Mrs. William S. Doe
6437 Pine Street
Philadelphia, Pennsylvania

My dear Mr. and Mrs. Doe:

Recently a letter was mailed to you from Headquarters, U. S. Marine Corps offering the services of an officer to assist and advise you concerning matters relating to the death of your (husband, son, etc). A card was enclosed for your convenience in notifying the officer of your desires in this matter.

Your reply has not been received and if we do not hear from you within the next few days, we will assume that for some good reason you do not desire the type of assistance outlined in the letter.

Sincerely yours,

CASUALTY REPORT FORM

HEADQUARTERS U. S. MARINE CORPS
Washington 25, D. C.

From: _____
To: Commandant of the Marine Corps (Code DNB)
Subj: Casualty Assistance Call, report on
Ref: (a) CMC ltr dtd _____ to Officer in
Charge, _____
re Casualty Assistance Call, case of _____, deceased
(b) Revised CASUALTY ASSISTANCE CALLS Standing Operating Procedure, approved

1. In compliance with references (a) and (b), the following report in duplicate is submitted herewith:

ASSISTANCE RENDERED

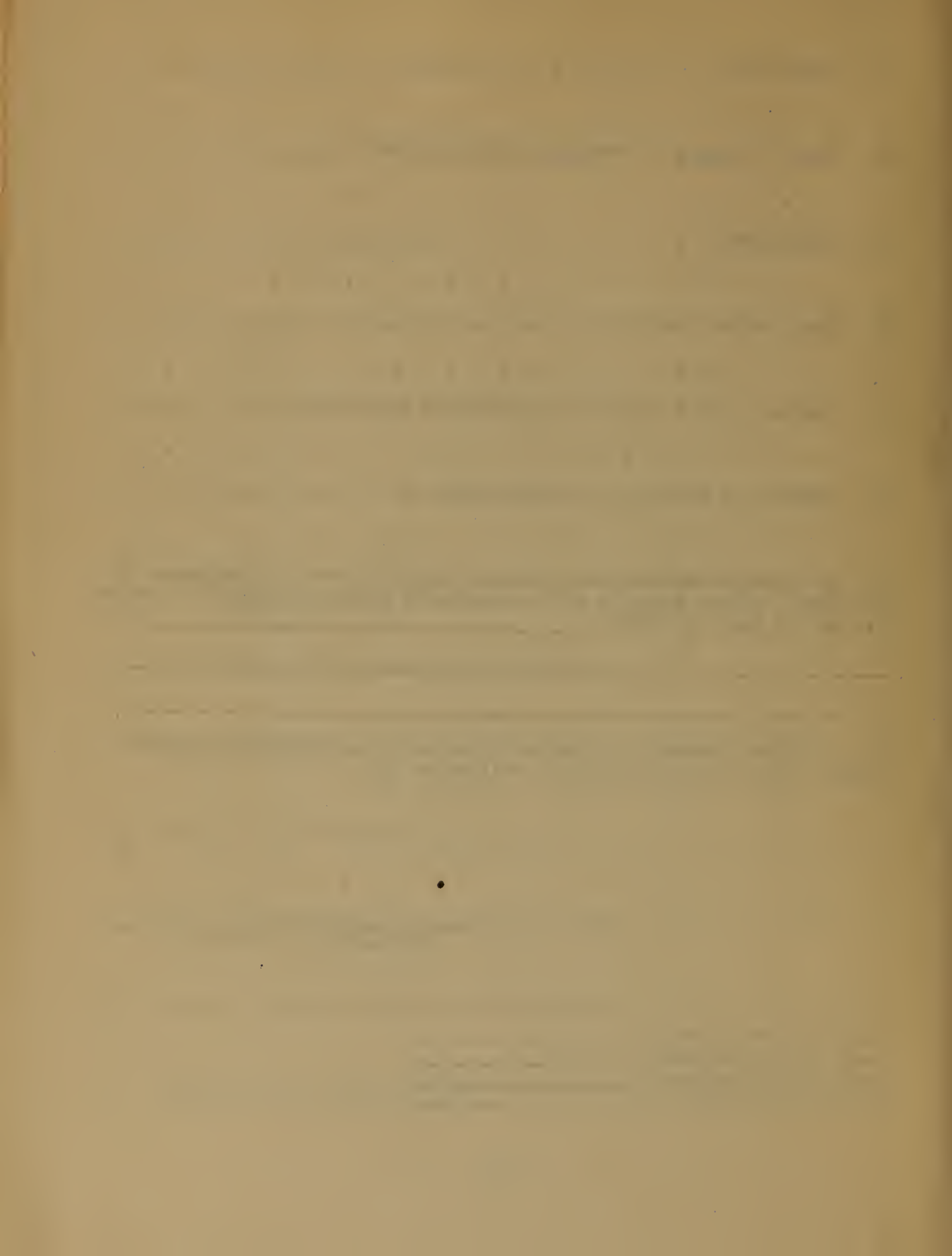
A. Death Certificates.
.
B. Burial Allowances, reimbursement for expenses;
Government Headstones; Memorial Flag.
.
C. Arrears of Pay.
.
D. Death Gratuity.
.
E. Personal Effects.
.
F. Dependents Assistance and Allotments (Explanation for
discontinuance of).

- G. Transportation of Dependents.
- H. Transportation of Household Goods
- I. Decorations and Awards.
- J. Servicemen's Indemnity for Death.
- K. U. S. Government Life Insurance
- L. National Service Life Insurance
- M. Pensions for Dependents - Service-connected Deaths.
- N. Commercial Life Insurance (Liaison)
- O. Social Security
- P. Income Tax - Federal and State.
- Q. Will - Non-technical Assistance Only.
- R. Special Requests Made by Beneficiary.
- S. Hospital and Medical Care

2. Do you recommend that the dependent's case be referred to the Navy Relief Society for assistance pending payment of such claims as may be due?

(Signature of Officer)

3



REFERENCES

Arrears of Pay	MCM Chapter 78, Part J, Sec. II
Burial Allowances Reimbursement for expenses	MCM 55500-55501 Nav MC 817SD
Burial or Memorial Flag	MCM 13061 Nav MC 1049PD Page 13
Decorations and Awards	MCM Chapter 20
Dependent's Pension	Pamphlet Nav MC 1049PD Page 12
Government Headstones	Nav MC 1049PD Page 14
Hospital and Medical Care	Manual of the Medical Department, USN Art. 415
Income Tax	MCM Chapter 84
Insurance	
U. S. Government Life Insurance	VA Pamphlet 9-3
National Service Life Insurance	VA Pamphlet 9-3
Servicemen's Indemnity for Death	VA Pamphlet IB 9-18
Navy Relief Society	MCM Chapter 17, Part O
Personal Effects	MCM 13059
Six Months Gratuity	MCM Chapter 78, Part J, Sec. II

Transportation of
Dependents

Dept Defense Joint Travel
Regulations 7010
U. S. Navy Travel Instruc-
tions Chapter 8

Transportation of
Household Effects

Dept Defense Joint Travel
Regulations 8011-2
MC Memo 51-55

Voluntary Allotments

Chapter 81, Part C

LOCATION NATIONAL CEMETERIES

Correspondence should be addressed to "The Superintendent", and words "National Cemetery" should follow the name listed in the table.

<u>STATE</u>	<u>NAME OF NATIONAL CEMETERY</u>	<u>POST OFFICE ADDRESS</u>
Alabama	Mobile	Mobile
Alaska	Sitka	Sitka
Arkansas	Fayetteville	Fayetteville
	Fort Smith	Garland Ave. and 6th St., Fort Smith
	Little Rock	26th and College Sts., Little Rock
California	Fort Rosecrans	Box X-1, Point Loma Post Office, San Diego
	Golden Gate	San Bruno
District of Columbia	Soldiers Home	Washington
Florida	Barrancas	Barrancas
Georgia	Andersonville	Montezuma
	Marietta	Marietta
Hawaii	National Memorial Cemetery of the Pacific	Honolulu
Illinois	Alton	Alton
	Camp Butler	Route 1, Springfield
	Mound City	Mound City
	Quincy	Quincy
	Rock Island	Rock Island

<u>STATE</u>	<u>NAME OF NATIONAL CEMETERY</u>	<u>POST OFFICE ADDRESS</u>
Indiana	New Albany	Jay St. and Ekin Ave., New Albany
Iowa	Keokuk	Keokuk
Kansas	Fort Leavenworth	Fort Leavenworth
	Fort Scott	Fort Scott
Kentucky	Camp Nelson	Star Route, Nicholasville
	Danville	North First St., Danville
	Lebanon	Lebanon
	Mill Springs	West Somerset
	Zachary Taylor	Route 6, Box 142, Louisville
Louisiana	Alexandria (La.)	Pineville
	Baton Rouge	Baton Rouge
	Port Hudson	RFD No. 1, Zachary
Maryland	Antietam	Sharpsburg
	Baltimore	5501 Frederick Ave., Baltimore
	Loudon Park	3445 Frederick Ave., Baltimore
Minnesota	Fort Snelling	Route 3, Minneapolis 9
Mississippi	Corinth	Corinth
	Natchez	Natchez
	Vicksburg	Route 1, Box 13, Vicksburg

<u>STATE</u>	<u>NAME OF NATIONAL CEMETERY</u>	<u>POST OFFICE ADDRESS</u>
Missouri	Jefferson Barracks	Jefferson Barracks
	Jefferson City	1042 E. McCarty St., Jefferson City
	Springfield	RFD No. 3, Springfield
Montana	Custer Battlefield	Crow Agency
Nebraska	Fort McPherson	Maxwell
New Jersey	Beverly	Beverly
New Mexico	Santa Fe	Santa Fe
New York	Cypress Hills	Jamaica and Hale Ave., Brooklyn
	Long Island	Farmingdale, Long Island
	Woodlawn	Elmira
North Carolina	New Bern	New Bern
	Raleigh	East Davie and S. Pettigrew Sts., Raleigh
	Salisbury	Salisbury
	Wilmington	2011 Market St., Wilmington
Oklahoma	Fort Gibson	Fort Gibson
South Carolina	Beaufort	Beaufort
	Florence	Florence
South Dakota	Black Hills	Sturgis
Tennessee	Chattanooga	Chattanooga
	Fort Donelson	Dover (Telegraph via Clarksville, Tennessee.)

<u>STATE</u>	<u>NAME OF NATIONAL CEMETERY</u>	<u>POST OFFICE ADDRESS</u>
Tennessee (cont'd)	Knoxville	Tyson St., Knoxville
	Memphis	Route 3, Box 111 Memphis
	Nashville	Madison
	Shiloh	Pittsburg Landing
	Stones River	Murfreesboro
Texas	Fort Bliss	Fort Bliss
	Fort Sam Houston	Fort Sam Houston
	San Antonio	517 Paso Hondo St., San Antonio
Virginia	Alexandria (Va.)	Alexandria
	Arlington	Fort Meyer
	City Point	Hopewell
	Culpeper	Culpeper
	Danville	721 Lee St., Danville
	Fort Harrison	Richmond
	Glendale	RFD No. 5, Richmond
	Hampton	Hampton
	Poplar Grove	RFD No. 1, Petersburg
	Richmond	Richmond
	Seven Pines	RFD No. 3, Richmond
	Staunton	Staunton
	Winchester	401 National Ave., Winchester

STATE

NAME OF NATIONAL
CEMETERY

POST OFFICE ADDRESS

West Virginia

Grafton

Grafton

Casualty assistance calls 16944

#192047397

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Please Return to Room 3127